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Report For Week Ending 17 September 1957
From
Records Center

During this week the following accessions were made:

DD/P	34 Cu. Ft
OSI	2 " "
OCR	8 " "
OO	58 " "
MS	1 " "
MEDICAL	3 " "
Sub-Total:	<u>106 Cu. Ft.</u>
Finished Intelligence	101 " "
Total:	<u>207 Cu. Ft</u>

Map Negatives	985 Cu. Ft
Records Holdings	23,830 " "
Distribution Material Holdings	10,676 " "
Total:	<u>35,491 Cu. Ft.</u>

Distribution Material Disposed of at Center	48 Cu. Ft.
Distribution Material Transferred from Center	22 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "
Total:	<u>70 Cu. Ft.</u>

Accessioning

DD/P retired 32 cubic feet of inactive records into their grided area and is in the process of retiring approximately 1000 archive boxes.

The receipt of intelligence material from Logistics/Printing and Reproduction continues to be above normal with 78 cubic feet being received during the week.

Reference

There were over 100 request received from OCR/Library for intelligence material to be sent to DD/P NEA. Over 350 reports were services and a large number of these reports had to be reproduced for retention purposes.

Disposal

The Center with the assistance of the Engineering Division transported 210 cubic feet of disposable material to the D C Incinerator for destruction.

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General

25X1 Messrs [redacted] have satisfactorily completed the first part of the Intelligence Orientation Course.

The excavation for the addition to the Center is nearly completed. If the weather permits the excavation should be completed by the end of the week.

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[redacted]
Acting Deputy Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>TOTAL</u>
Supplemental Distribution	1,765	10,145	11,910
DD/P	1,816	6,914	8,730
DD/s	130	7,730	7,860
DD/S (Compt/Grilled Area)	5	475	480
DD/I	173	6,667	6,840
DD/I (Grilled Area)	1,203	2,577	3,780
DCI	7	23	30
Map Negative	<u>605</u>	<u>985</u>	<u>1,590</u>
TOTAL:	5,704	35,516	41,220

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